



ctac



GENERAL SERVICES ADMINISTRATION
Authorized Federal Supply Schedule Price List

*Multiple Award Schedule (MAS)
FSC/PSC Code: R408*

*Contract No. 47QRAA20D004K
Contract Period: January 29, 2020 – January 28, 2025*

Price list current as of Modification 0006 effective June 15, 2022
Large Category: Professional Services
Subcategory: Business Administrative Services

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The INTERNET address for GSA Advantage! is: www.GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules go to the internet address: <http://www.gsa.gov/schedules>.

CONTRACTOR:
COMMUNICATIONS TRAINING ANALYSIS CORPORATION (CTAC) (D.B.A. CTAC)

3120 FAIRVIEW PARK DRIVE, STE. 600
FALLS CHURCH, VA 22042
Phone: 703-289-3820
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<http://www.ctacorp.com>

CONTRACT ADMINISTRATION:
Donald S. Royal
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BUSINESS SIZE: *Small business*





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CUSTOMER INFORMATION

1a. Table of awarded Special Item Numbers (SINs):

SIN#	SIN DESCRIPTION	Page No.
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services (PSC R408)	9
OLM	Order Level Materials (OLM)	

1b. Identification of the lowest priced labor category for each special item number awarded in the contract.

<u>SIN #</u>	<u>Labor Category</u>	<u>Hourly Rate</u>
541611	Admin / Clerical Assistant	\$52.65

1c. Hourly rates – see page 8

2. Maximum order for each SIN:

<u>SIN#</u>	<u>MAXIMUM ORDER</u>
541611	\$1,000,000
OLM	\$250,000

3. Minimum order: \$100

4. Geographic coverage (delivery area): Domestic delivery

5. Point(s) of production: Falls Church, VA

6. Net prices are included on this price list

7. Quantity discounts: 1% for orders of \$1,000,000; 1.5% for orders over \$1,500,000; 3% for orders over \$3,000,000

8. Prompt payment terms: Net 30

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items: Not Applicable

10a. Time of delivery: Specified on the Task Order

10b. Expedited delivery: Not Applicable

10c. Overnight and 2-day delivery: Not Applicable

10d. Urgent requirements: Not Applicable

11. F.O.B. point(s): Destination

12a. Ordering address: 3120 Fairview Park Drive, Suite 600, Falls Church, VA 22042

12b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.



13. Payment address: 3120 Fairview Park Drive, Suite 600, Falls Church, VA 22042
14. Warranty provision: Commercial
15. Export packing charges: Not Applicable
16. Terms and conditions of rental, maintenance, and repair: Not applicable
17. Terms and conditions of installation: Not applicable
- 18a. Terms and conditions of repair parts: Not applicable
- 18b. Terms and conditions for any other services: Not applicable
19. List of service and distribution points: Not applicable
20. List of participating dealers: Not applicable
21. Preventative maintenance: Not applicable
- 22a. Special attributes such as environmental attributes: Not applicable
- 22b. Section 508 compliance: Not applicable
23. Unique Entity Identifier (UEI) number: ZL8ELG1ULWW5
24. Notification regarding registration in the System for Award Management (SAM) database. CTAC is registered and active in SAM, Cage Code: 0YXH7.

Description of Services and Pricing for Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services (SIN 541611)

Description of Commercial Job Titles, Functional Responsibility, and Minimum Education for Labor Categories

1) Commercial Job Title: Senior Organizational Development Consultant

Minimum/General Experience:

15-years of direct facilitation experience in in workshops, large group, and workgroup and team settings. Excellent oral and written communication skills.

Functional Responsibility:

Independently manages all aspects of client engagement. This involves analyzing problems and challenges, defining and articulating possible interventions, developing internal marketing messages to gain buy in for interventions, and tracking interventions through final deliverables. The Senior OD Consultant builds consensus with the client and manages client relations across all levels of the organization. They will also provide support and education of internal organizational development personnel upon client request.

Minimum Education:

Master's Degree.

2) Commercial Job Title: Organizational Development Consultant

Minimum/General Experience:

10-years of experience in OD or a related field. Specialized experience will include facilitation and an in-depth knowledge of adult learning principles and the ability to design and deliver experiential learning programs.

Functional Responsibility:

Works with all levels of an organization. Gathers data for assessments and makes appropriate analyses for intervention. Facilitates team and workgroups. Conducts one-on-one coaching interventions. Manages all phases of a project through to deliverables.

Minimum Education:

Master's Degree in a behavioral science field.

3) Commercial Job Title: Program Manager

Minimum/General Experience:

10-years management experience, including a broad and deep knowledge of business administration, and human resource management, and excellent oral and written communications skills. Excellent oral and written communication skills

Functional Responsibility:

Coordinates the management of all work performed under contracts under his/her purview, and is the central point of contact and is ultimately responsible for coordinating the efforts of subcontractors, team members, vendors, etc. in the performance of the required work and services under all task orders. Works independently on all phases of performance, including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management, and has direct accountability for the technical correctness, timeliness and quality of deliverables.

Responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision, this may include subject matter and unique technical knowledge, provides technical expertise, and participates in briefings and meetings.

Minimum Education:

Bachelor's Degree.

4) Commercial Job Title: Organizational Management Specialist

Minimum/General Experience:

10-years related experience, six years of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/improvement methods, enterprise applications, etc.). Excellent oral and written communication skills.

Functional Responsibility:

Provides senior level advice, guidance to corporate, and client organizations. Maintains knowledge of organizational requirements and goals, and anticipates internal and external drivers that could potentially impact the organization(s). Maintains frequent contacts with program/project managers and senior client management and staff regarding complex issues and potentially involving multiple entities. Identifies problem areas and independently resolves complaints for even the most extreme problems. Plans the study of workplace problems such as organizational change, communications, quality control, information flow, integrated production methods, inventory control, and/or cost analysis. Participates in manpower planning and planning for succession, and makes recommendations to senior management. Conducts operational effectiveness reviews to insure program/project systems are applied as designed and functioning properly. Conducts analyses of organizational structures, functions and responsibilities, reporting relationships, workforce capabilities, business and/or operating procedures and processes, and workflow to devise a most efficient method of accomplishing work.

Minimum Education:

Bachelor's Degree – a Master's or Ph.D. is preferred.

5) Commercial Job Title: Senior Technical Writer

Minimum/General Experience:

A minimum of 12 years of technical writing experience in the fields of Engineering/Science.

Functional Responsibility:

Works with program/project managers, analysts, engineers, scientists, and others to research, write, edit, and proofread technical data for use in documents or sections of documents such as manuals, procedures, specifications, special reports, and any other customer deliverables and documents. Drafts management operations and business documentation and ensures technical documentation is accurate, complete, meets editorial and client specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations.

Minimum Education:

Bachelor' degree.

6) Commercial Job Title: Senior Analyst

Minimum/General Experience:

6-years experience in a related field.

Functional Responsibility:

Develops and modifies complex technical systems and develops subsystems to enhance the overall project. Exercises analytical techniques when gathering information from clients, defining problems, and prepares a variety of reports, assessments, or evaluations and procedures to resolve the problems. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of the project's technical direction. Conducts activities in support of project team's objectives. Works closely with Analysts, Task Leads, or Project Managers. Directs the activities of junior staff as necessary.

Minimum Education:

Bachelor's degree.

7) Commercial Job Title: Project Manager

Minimum/General Experience:

7-years related experience. Excellent oral and written communication skills.

Functional Responsibility:

Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work. The Project Manager maintains and manages the client interface at the COTR levels of the client organization and management personnel to provide technical advice, resolve problems, and anticipate future requirements; assists the Program Manager as required in managing contract performance. Manages a team of professionals in providing a wide range of services and managing assigned projects within scope and budget. Prepares or reviews project or task proposal or plan to determine time frame, schedules, funding requirements and limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project or task. Directs and coordinates activities of project personnel to ensure timeliness of products and services, maintenance of project schedule, cost control to ensure conformance with prescribed budget, responsiveness to customer requirements, and that the quality of product and services is maintained.

Minimum Education:

Bachelor's degree.

8) Commercial Job Title: Senior Business Analyst

Minimum/General Experience:

6-years related experience, three years of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/ improvement methods, enterprise applications, etc.). Excellent oral and written communication skills.

Functional Responsibility:

Provides solutions in the area of contract administration and procurement, communications, training, and other business disciplines to achieve optimized program/project performance. Prepares plans, documents, presentations, testimony, and other material needed for high-level briefings and hearings. Assists in collecting information, analyzing information, preparing exhibits and briefing presentations, and producing reports. Identifies potential issues that could influence the acceptance and provides recommendations to ensure the success of an initiative. Serves as a leader, member or advisor of self-directed teams, or to management

directed teams. Assists in conducting studies and analyses of programs/projects and provides client support and assistance the areas of public affairs, communications, training, contract administration and procurement, and paralegal issues. Assists in providing problem resolution, consensus building, and in conducting evaluations. Assists in the administration of personnel functions, such as training, work scheduling, as well as the evaluation of current economic conditions, and helps to prepare budget forecasts and documentation. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Directs the activities of Specialists or other staff as necessary on activities related to the specified field or discipline. Understands and communicates common best practices for the industry. Utilize a knowledge base to assist in creating conceptual business models and to point out relevant issues and considerations in selecting application software packages, such as those provided by ERP vendors. Assesses the operational and functional baseline of an organization and its organizational components and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Examples of the functional areas would include but not limited to, Human Resources, Finance, Supply, Service, etc. Work with senior managers to provide industry vision and guidance with regard to their industry. Assists in determining and classifying information technology inadequacies and/or deficiencies affecting the functional area's ability to support/meet organizational goals. Support the development of functional area strategies for enhanced operations in a cross-functional area mode throughout the organization. Operates under deadlines, and able to work on multiple tasks.

Minimum Education:

Bachelor's degree in a related field.

9) Commercial Job Title: Training Specialist

Minimum/General Experience:

10-years platform delivery/training. Delivery experience will encompass a broad range of workshop topics. In-depth knowledge of adult learning principles.

Functional Responsibility:

Provides training and platform delivery and has the ability to effectively present to small, medium and large groups. Designs and delivers skills training workshops, including all collateral material, using PowerPoint and other appropriate software and/or media.

Minimum Education:

Bachelor's degree in behavioral sciences or related field.

10) Commercial Job Title: Technical Writer

Minimum/General Experience:

4-years experience as a technical writer of specifications, standards, and technical manuals. Knowledge of client style guidelines, protocols, and procedures a plus.

Functional Responsibility:

Writes technical information in easily understandable language. Works with program/project managers, analysts, engineers, scientists, and others to research, write, edit, and proofread technical data for use in documents or sections of documents such as manuals, procedures, specifications, special reports, and any other customer deliverables and documents. Capable of original drafting of management operations and business documentation requiring an understanding of the basic concepts, practices and vocabulary relevant to the subject matter. Ensures technical documentation is accurate, complete, meets editorial and client



specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations. Knowledge of client style guidelines, protocols, and procedures.

Minimum Education:
Bachelor' degree.

I 1) Commercial Job Title: Executive Research Assistant

Minimum/General Experience:
4-years of related work experience. Excellent written communication skills are required.

Functional Responsibility:
Depending on the functional specialty, support the program management staff in the preparation of deliverables, internal reports, briefings, and drawings associated with the project being supported.

Minimum Education:
Bachelor's degree.

I 2) Commercial Job Title: Junior Organizational Development Consultant

Minimum/General Experience:
3-years of direct client experience, including facilitation of small and medium sized workgroups. Certification in Myers-Briggs and at least one industry recognized assessment instrument. In-depth knowledge of adult learning principles required.

Functional Responsibility:
Gathers data for assessment and compiles an initial analysis for review by a seasoned OD practitioner. Facilitates small to medium workgroups, from front line employees up through mid-level in the organization, and is able to interface well with all levels of an organization.

Minimum Education:
Bachelor's degree in behavioral sciences or related field.

I 3) Commercial Job Title: Admin/Clerical Assistant

Minimum/General Experience:
A minimum of 2-years or related work experience. Must be proficient in the MS Office Suite and be quick learners on varied computer software.

Functional Responsibility:
Ability to perform a variety of administrative tasks as well as assist the Program Manager and contract technical staff in ad hoc administrative tasks and project efforts as required. Provides program/project management support services such as: secretarial/administrative services; scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receive callers; assists with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. Must be able to work independently and follow through to completion all duties assigned.

Minimum Education:
High school diploma.

TABLE OF EQUIVALENCIES	
Substitutions for Educational Requirements	
Degree Requirement	Equivalent Relevant Experience Substitution
Bachelor's Degree	• Associate Degree plus 4 relevant years experience



Master's Degree	<ul style="list-style-type: none"> • Bachelor's Degree plus 4 relevant years experience
Doctorate Degree	<ul style="list-style-type: none"> • Master's Degree plus 4 relevant years experience • Bachelor's Degree plus 8 years relevant experience
Substitutions for Work Experience Requirements	
Relevant Years of Experience Required	Equivalent Degree Substitution
4 relevant years	Master's Degree
8 relevant years	Doctorate

Pricing for Services

GSA Multiple Award Schedule Pricelist						
Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services (541611)						
Labor Category		Year 1	Year 2	Year 3	Year 4	Year 5
		01/29/2020 – 01/28/2021	01/29/2021 – 01/28/2022	01/29/2022 – 01/28/2023	01/29/2023 – 01/28/2024	01/29/2024 – 01/28/2025
1	Senior Organizational Development Consultant	\$ 365.75	\$ 373.43	\$ 381.28	\$ 389.28	\$ 397.46
2	Organizational Development Consultant	\$ 347.07	\$ 354.36	\$ 361.80	\$ 369.40	\$ 377.15
3	Program Manager	\$ 175.58	\$ 179.26	\$ 183.03	\$ 186.87	\$ 190.80
4	Organizational Management Specialist	\$ 185.00	\$ 188.88	\$ 192.85	\$ 196.90	\$ 201.03
5	Senior Technical Writer	\$ 109.00	\$ 111.29	\$ 113.62	\$ 116.01	\$ 118.45
6	Senior Analyst	\$ 96.45	\$ 98.48	\$ 100.55	\$ 102.66	\$ 104.81
7	Project Manager	\$ 156.57	\$ 159.86	\$ 163.22	\$ 166.65	\$ 170.15
8	Senior Business Analyst	\$ 151.00	\$ 154.17	\$ 157.41	\$ 160.72	\$ 164.09
9	Training Specialist	\$ 181.98	\$ 185.81	\$ 189.71	\$ 193.69	\$ 197.76
10	Technical Writer	\$ 97.86	\$ 99.92	\$ 102.02	\$ 104.16	\$ 106.35
11	Executive Research Assistant	\$ 69.68	\$ 71.15	\$ 72.64	\$ 74.17	\$ 75.72
12	Junior Organizational Development Consultant	\$ 263.77	\$ 269.31	\$ 274.91	\$ 280.74	\$ 286.64
13	Admin/Clerical Assistant	\$ 52.65	\$ 53.76	\$ 54.89	\$ 56.04	\$ 57.22



Services Contact Labor Standards/Services Contract Act (SCLS/SCA) Matrix

SCLS Eligible Labor Category/Service**	SCLS Equivalent Code & Title	Wage Determination Number
Admin/Clerical Assistant	01113 - General Clerk III	2015-4281, Rev. No. 12 Date of Revision: 12/26/2018

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Description of Services

Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services (541611) - CTAC has been providing MOBIS related program management support to various departments and agencies of the Federal Government since 1987. Our experienced program managers and their professional staff provide technical and analytical support services in developing, employing, and improving program management procedures. Using proven program management techniques, personnel and performance evaluation techniques, and automated management tools, CTAC's management analysts assist in coordinating the business and fiscal aspects of programs with customers and suppliers and developing improved management methodology. CTAC's management support personnel research, analyze and develop informative reports, and prepare and present detailed technical analysis briefings. CTAC offers direct support to agency efforts to act more like businesses, i.e., focusing on the needs of their customers, being more fiscally responsible, and concentrating on productivity and results. These characteristics are the essence of a large number of important government initiatives, such as the Government Performance and Results Act (GPRA), the Clinger-Cohen Act, and the Vice President's National Performance Review. CTAC's GSA MAS provides Federal agencies with a flexible and visionary procurement vehicle through which they can quickly and easily obtain the support they need to achieve these critical objectives.

Management Efficiency/Effectiveness Consulting Services - CTAC personnel conduct evaluations of the effectiveness and efficiency of present management methods and identify methods to improve efficiency and effectiveness and reduce cost. Our analysts develop quality assurance plans establishing procedures and standards to monitor the execution of selected policies, procedures, and determine the projected net value-added of implementing the recommended management changes. We conduct technical reviews (preliminary, in-progress, and final) to ensure all capabilities being developed conform to acceptable standards. We conduct structured walk-throughs with the client at the earliest point of development to discover errors in policy, procedures, design or logic and formulate recommendations for corrective actions.

Cost Analysis/Control Consulting Services - CTAC analysts provide management and support services in the areas of management and process development, cost estimating and analysis, and technical assessment. Specific MOBIS related projects completed by CTAC in this area include: assisting in coordination of cost reduction activities, program reviews, conferences, and training programs; providing assistance in the development and implementation of processes which will facilitate cost reduction activities; provide analytical, editorial, and management support and assistance in the compilation, production, and maintenance of Cost Quality Management Assessment (CQMA) reports; providing cost analysis specialists in the areas of parametric cost modeling, cost/price analysis, and

organizational methodology; providing general cost estimating/accounting analysis services with special emphasis on assessing the indirect costs associated with environmental restoration and waste management; providing technical assistance in the development of quality assurance standards; and developing a database that will produce cost estimating relationships and reference factors. CTAC analysts provided the DoD cost analysis community a near term capability to address environmental costs in its life-cycle estimates for major defense acquisition programs (MDAP). The analysts identified, collected, and critically evaluated cost engineering and analysis tools for estimating environmental costs. They designed practical plans of actions for filling gaps in cost estimators by assembling a selection of existing tools, well-founded databases, and analysis methods.

Organizational Development/Human Factors Consulting Services - Using recognized standards, approved methods, and various accepted industrial engineering techniques, CTAC's manpower analysts determine the quantitative and qualitative human resources required to perform in a fluctuating workload. These studies are conducted in a non-interruptive, non-obtrusive manner. These methodology and documentation procedures are performed in accordance with Federal Government and common business practices. The CTAC analyst use an Iterative Polling Technique that provides a means for measuring and determining work force quantitative and qualitative requirements for personnel performing mostly "cognitive" forms of work (i.e., scientists and engineers). CTAC's manpower analysts assist in the impartial analysis of authorized work being performed in order to recommend the best organizational component that will allow the work force to work smarter not harder. Productivity enhancements are analyzed for improved effectiveness and efficiency. CTAC personnel describe the functions, tasks, and element requirements of a job and the required knowledge, skills, and abilities needed to perform the job. Such analysis results in appropriate job classification and the basis for development of a work performance rating system.

Information Management Consulting Services - As the information management environment continues to evolve, managers are required to make changes in existing management information systems. CTAC offers a wide range of information engineering and technology services designed to help organizations perform efficiently well into the next century. CTAC has earned a reputation for assisting both government and commercial clients to obtain maximum performance from their computer and information systems. As a systems integration and information technology company, CTAC helps organizations modernize their computer systems at a pace that allows them to get the most out of current investments in hardware and software. CTAC assists in the performance of impartial evaluations of information systems facilities. Such evaluations include both physical and electronic access security. CTAC analysts evaluate and recommend changes to the information systems security procedures and standards. These recommended changes may be in the form of either written recommendations or revised standards ready for distribution.

Acquisition Consulting Support - CTAC provides support in analysis, compatibility studies, and the acquisition of required sources. First we prepare an acquisition plan and the associated acquisition documents. Upon approval of the acquisition plan, we provide support in the acquisition.

Acquisition Management Support- CTAC has been providing MOBIS related program management support to various departments and agencies of the Federal Government. Our experienced program managers and professional staff provide technical and analytical support services in developing, employing, and improving program management procedures. Using proven program management techniques, personnel and performance evaluation techniques, and automated management tools, CTAC's management analysts assist in coordinating the business and fiscal aspects of programs with

customers and suppliers and developing improved management methodology. CTAC's management support personnel research, analyze and develop informative reports, and prepare and present detailed technical analysis briefings. CTAC is committed to continuing to directly support agencies in their ongoing efforts to improve business processes and management techniques to "act more like business." These changes include altering the traditional agency focus to the needs of the "customer", improving fiscal responsibility, streamlining business operations and adopting performance based and results driven philosophies. These efforts comply with recent federal initiatives including the Government Performance and Results Act (GPRA), the Clinger-Cohen Act, the Vice President's National Partnership for Reinventing Government (NPR) and other congressional mandates. CTAC's GSA PSS schedule will provide Federal agencies with a flexible and visionary procurement vehicle through which they can quickly and easily obtain the support they need to achieve these critical objectives. CTAC offers expert advice, consultation, assistance, and documentation in support of studies conducted under Office of Management and Budget (OMB) Circular A-76 or other privatization or commercial activities studies, projects, or efforts. These services may include, but are not limited to: Complete "cradle to grave" A-76 support services; Functionality assessments; Assessments and or studies of potential privatization initiatives; Initial study planning; Development of extensive, detailed Plan of Achievements & Milestones (POAM); Development of communication plans; Development of acquisition plans; Strategic, tactical, and operational level planning support; A-76 team building; A-76 team training in all aspects of study and Affected employee briefings; Development and documentation of performance based Performance Work Statements (PWS); Job analysis and data collection ; Perform comprehensive scope analysis (including Governmental In Nature analysis); Development of Quality Assurance Surveillance Plans (QASP); Benchmarking (to industry); Performance of management studies to determine the Government's Most Efficient Organization (MEO); Development and documentation of management plan (including MEO); Development and documentation of Government's Most Efficient Organization (MEO); Assistance with COMPARE cost comparison software; Development of in-house Government cost estimates (IHCE); Comparison of in-house bids to proposed Inter-service Support Agreement (ISSA) prices; Development and documentation of Technical Performance Plan (TPP); Public-private partnership support; Development of Transition Plans (TP); Administrative appeal process support; and, FAIR Act inventory preparation and documentation.

Integrated Business Program Support Services - CTAC has been providing MOBIS related program management support to various departments and agencies of the Federal Government. Our experienced program managers and professional staff provide technical and analytical support services in developing, employing, and improving program management procedures. Using proven program management techniques, personnel and performance evaluation techniques, and automated management tools, CTAC's management analysts assist in coordinating the business and fiscal aspects of programs with customers and suppliers and developing improved management methodology. CTAC's management supports personnel research, analyze and develop informative reports, and prepare and present detailed technical analysis briefings.

CTAC is committed to continuing to directly support agencies in their ongoing efforts to improve business processes and management techniques to "act more like business." These changes include altering the traditional agency focus to the needs of the "customer", improving fiscal responsibility, streamlining business operations and adopting performance based and results driven philosophies. These efforts comply with recent federal initiatives including the Government Performance and Results Act (GPRA), the Clinger-Cohen Act, Vice President Gore's National Partnership for Reinventing Government (NPR) and other congressional mandates.



CTAC's GSA PSS schedule will provide Federal agencies with a flexible and visionary procurement vehicle through which they can quickly and easily obtain the support they need to achieve these critical objectives. CTAC offers services to manage and integrate various management and business programs and projects for Federal agencies. These services include, but are not limited to: Program management; Project management; Program integration (team leadership); Program oversight; Intra-agency project management; Intra-agency program management; Inter-agency project management; Inter-agency program management; Multiple project monitoring; and, Project management that connects and maintains liaison between multiple contractors and/or agencies.

CTAC also offers the following specialized services: Strategic consulting; **Facilitated project planning; On-site project management professionals; Project audits; Project recovery services;** Methodology development; Personnel mentoring; and, Project assessments. Historically, CTAC has provided Program Integration and Project Management Services to various Government and private sector clients. CTAC is adept in the field of program integration as well. In many field efforts, CTAC takes the team leadership role and supervises the projects from “cradle to grave.” CTAC’s professional staff have managed multiple concurrent projects for the DOE and A-76 PMS for the Army. They have supervised five simultaneous A-76 studies and currently manage and support multiple concurrent client activities. Through years of experience in project management, CTAC has developed an integrated solution that many clients find invaluable. This integrated solution is a combination of training and consulting services that maximize the application of new skills and knowledge.